

**WELLESLEY PUBLIC SCHOOLS**  
40 Kingsbury Street • Wellesley • Massachusetts 02481  
781-446-6200

**Dr. DAVID F. LUSSIER**  
Superintendent of Schools

**SANDRA A. TRACH**  
Assistant Superintendent, Teaching and Learning



**CYNTHIA D. MAHR**  
Assistant Superintendent, Finance and Operations

TO: FSMC Bidders  
FROM: Cynthia D. Mahr  
DATE: February 20, 2025  
RE: FSMC RFP Addendum #1

Below is Addendum #1 to the Food Service Management Company (FSMC) RFP issued by the Wellesley Public Schools on February 14, 2025.

**Question 1:** Please confirm if Electronic Signatures for all proposal docs are acceptable.

**Answer 1:** We will accept DocuSign or a wet signature.

**Question 2:** Please confirm the required Bid Bond amount: 25% and 5% are listed.

**Answer 2:** A bid bond of 5% (B.4. of the RFP lists 25% and D.11. of the RFP lists 5%) of the proposer's budget expenses should be submitted with its proposal. This should be included with the price proposal.

Bid bonds should be included in the Price Proposal submission.

**Question 3:** Please confirm the number of school district references required for the proposal.

**Answer 3:** D.4. Experience, References and Service Capability (2) Include a Client List of similar sized districts over past 3 years (including all districts from New England and New York). List contact names, titles, addresses and telephone numbers of SFA administrators. Poor references may be a basis for determination that the vendor is not a responsible bidder. The SFA will choose the five (5) references from this list to contact relative to the evaluation criteria.

A.6. Award Criteria in 2. Reference Satisfaction requires five (5) references to meet Highly Advantageous rating (Highly Advantageous: All five (5) references stated that the FSMC met or exceeded expectations in all contract years and achieved all other contract requirements and delivery specifications.)

Five (5) references are also references in A.6. Award Criteria in 9. Student Participations requires five (5) references to meet Highly Advantageous rating (Highly Advantageous: The average lunch participation rate at the proposer's comparable sites (based upon the five (5) SFA selected references) for SY2023-2024 is sixty (60)% or higher.)

The district requires five (5) references.

All other terms and conditions of the RFP remain unchanged.

***Please ensure that you acknowledge all addenda on your bid form. Failure to acknowledge all addenda could result in rejection of your bid as non-responsive.***